

AN ORDINANCE OF THE CITY OF FRISCO, TEXAS, AMENDING FRISCO ORDINANCE NO. 04-01-03 REGARDING SIGN REGULATIONS; PROVIDING FOR A PENALTY FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF.

WHEREAS, the City Council of the City of Frisco, Texas ("City Council") has investigated and determined that the City of Frisco, Texas ("Frisco") Sign Regulations Ordinance No. 04-01-03 should be amended; and

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to prevent potential traffic hazards resulting from the signs' distractions and locations;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to prevent nuisances and invitations to vandalism;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to avoid obstructions to police and citizen views as a means of crime prevention;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to avoid obstructions to emergency services;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to create a neat and orderly appearance throughout Frisco;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to create a gateway effect into commercial areas and neighboring residential areas;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to create a means of safely identify a place of business and the services available on the premises without creating esthetic offenses and harm;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to support the general economic development of Frisco;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to promote and aid in economic development and the tax base by allowing panel (kiosk) signs which support residential development, which in turns provides a customer base for commercial areas;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to support the general welfare of the citizens and to maintain the historically small town atmosphere during a time of growth by providing for a means to communicate information related to the residential community, civic activities and government;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to support the values promoted by Frisco, including its identity that has been created from the promotion that Frisco is; "A great place to live, work, play and grow! In Frisco you can experience all the comfort, community and security of a small town while enjoying all the excitement, culture and opportunity of a big city." These values are promoted by providing for a means to communicate information related to the residential community, civic activities and government;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to ensure a noncommercial atmosphere in residential areas;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to maintain open spaces by setbacks;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to create appropriate and orderly commercial and residential atmospheres;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to maintain the privacy of the home and limit what an unwilling viewer must be exposed to relative to the enjoyment of the investment made in the home;

WHEREAS, the City Council has investigated and determined that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to enhance property values and psychological well-being for individuals and families;

WHEREAS, Frisco has complied with all notices and public hearings as required by law; and

WHEREAS, the City Council finds that it will be advantageous, beneficial and in the best interest of the citizens of Frisco to regulate signs within Frisco and its extraterritorial jurisdiction ("ETJ") as set forth below.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FRISCO, TEXAS:

SECTION 1: Findings Incorporated/Applicability of Ordinance. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein. This Ordinance shall regulate signs within Frisco and its ETJ.

SECTION 2: Amendment to Frisco Ordinance No. 04-01-03. Frisco Ordinance No. 04-01-03 is hereby amended to replace Exhibit "A" in its entirety, which is attached hereto and incorporated as if fully set forth herein.

SECTION 3: Penalty Provision: Any person, firm, corporation or business entity violating this Ordinance, or as amended, shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined a sum not exceeding Five Hundred Dollars (\$500.00). Each continuing day's violation under this Ordinance shall constitute a separate offense. The penal provisions imposed under this Ordinance shall not preclude Frisco from filing suit to enjoin the violation. Frisco retains all legal rights and remedies available to it pursuant to local, state and federal law.

SECTION 4: Savings/Repealing Clause: Frisco Ordinance No. 04-01-03 shall remain in full force and effect, save and except as amended by this or any other Ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed, but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinance shall remain in full force and effect.

SECTION 5: Severability: Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Frisco hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 6: Effective Date: This Ordinance shall become effective from and after its adoption and publication as required by law the City Charter and by law.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
FRISCO, TEXAS, on this 20th day of July, 2004.



E. Michael Simpson
E. MICHAEL SIMPSON, MAYOR

ATTESTED TO AND
CORRECTLY RECORDED BY:

Kathy Wingsor
NAN PARKER

City Secretary

APPROVED AS TO FORM:

Julie Y. Fort
ABERNATHY, ROEDER, BOYD
& JOPLIN, P.C.
RICHARD M. ABERNATHY
City Attorneys

DATE(S) OF PUBLICATION: July 23 + 30, 2004, Frisco Enterprise

CITY OF FRISCO SIGN REGULATIONS

TABLE OF CONTENTS

Section	Subsection	Heading	Page
1.01		Definitions	3
1.02		Applicability	4
1.03		Permit Required to erect or install a sign	4
1.04		License Required	5
1.05		Sign Contractor Bond Required	5
1.06		Inspection	6
1.07		Sign specifications and Design	6
1.08		Measurement of Sign Area and Height	8
1.09		Permissible Signs that Require the Issuance of a Sign Permit	10
	A	Awning Signs	11
	B	Banner Signs	12
	C	Inflatable Signs	13
	D	Monument (Individual) Signs	15
	E	Monument (Internal) Signs	17
	F	Menu Board Signs	18
	G	Monument (Unified Development) Signs	20
	H	Panel (Kiosk) Signs	23
	I	Projecting Signs	26
	J	Roof (Secondary) Signs	27
	K	Sandwich Board Signs	28
	L	Subdivision Identity Signs	30
	M	Subdivision Monumentation	31
	N	Wall Signs	33
	O	Wood Frame Signs	36
	P	Scoreboards	37
	Q	Canopy Signs	38
1.10		Permissible Signs that do not Require the Issuance of a Sign Permit	39
	A	Flags	39
	B	Human Signs	41
	C	Instructional Signs	42
	D	Vending Machine Signs	43
	E (1)	Stake Signs – Apartment Signs	44
	E (2)	Stake Signs – Civic Signs	45
	E (3)	Stake Signs – Garage Sale Signs	45
	E (4)	Stake Signs – Government Signs	45
	E (5)	Stake Signs – Home Improvement Signs	46
	E (6)	Stake Signs – Open House Signs	46
	E (7)	Stake Signs – Residential Real Estate Signs	47
	E (8)	Temporary Religious Signs	47
	E (9)	Yard Signs	47
	F	Vehicle Signs	48
	G	Window Signs	50
	H	Zoning Signs	51
	I	Political Signs	52

TABLE OF CONTENTS (CONT.)

1.11		Prohibited Signs	53
	A	Signs on Vacant Buildings	53
	B	Merchandise Displays	53
	C	Balloons or Other Floating Devices	53
	D	Commercial Billboard Signs	53
	E	Portable Signs	54
	F	Roof Signs	54
	G	Wind Device Signs	55
	H	Pole Signs	55
	I	Other Signs	55
1.12		Removal/Impoundment of Prohibited Signs	56
1.13		Recovery of Impounded Signs	57
1.14		Neglected and Abandoned Signs	57
1.15		Nonconforming Signs	58
1.16		Variances	58
1.17		Special Events Signage	59
1.18		Sign Coordination Plan	60

1.01 DEFINITIONS

For the purpose of this Ordinance, the following words shall have the following definitions ascribed to them:

BUILDING OFFICIAL - The Building Official or other City employee appointed by the Building Official.

CITY - The City of Frisco, Texas.

CITY MANAGER - The City Manager or other City employee appointed by the City Manager.

CORNER LOT – A lot which has at least two adjacent sides abutting for their full lengths on a public street or right-of-way, provided that the interior angle at the intersection of such two sides is less than one hundred thirty-five (135) degrees.

DEVELOPED – A developed property is a non-residential property for which a Certificate of Occupancy has been issued by the Building Official to occupy a building on the property or a residential property for which a Certificate of Final Acceptance has been issued by the City.

DIRECTOR - The Director of Planning & Development Services or other City employee appointed by the Director.

LOT FRONTAGE – That dimension of a lot or portion of a lot abutting on a street.

NOTICE - Notice required by this Ordinance shall be sufficient if it is affected by personal delivery, registered or certified mail, return receipt requested, and/or depositing the notice with the United States mail.

ON-PREMISE - The area of real property designated as a lot on a final plat approved by the City and filed with the County Clerk's Office, or an unplatted tract of land as shown on an abstract.

PERSON - Any person, firm, partnership, corporation, company, organization or business entity of any kind.

PROHIBITED SIGN – Any sign listed in Section 1.11 herein, signs that do not comply with this or other applicable ordinances, and signs that are otherwise prohibited.

PUBLIC VIEW - A view from any public or City right-of-way or access easement.

SIGN - Any form of publicity or advertising which directs attention to an individual, business, commodity, service, activity, or product, by means of

words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, trade names or trademarks, or other pictorial matter designed to convey such information and displayed by means of print, bills, posters, panels, or other devices erected on an open framework, or attached or otherwise applied to stakes, posts, poles, trees, buildings, or other structures or supports. This definition shall also include any device, fixture, placard, or structure that uses any color, form, graphic, illumination, symbol, or writing to advertise, announce the purpose of a person or entity, or communicate information of any kind to the public.

STAKE SIGN - A sign of temporary nature supported by a metal, wood, or similar material stake placed in the ground.

STATIC DISPLAY – The use of displays or devices for the purpose of drawing or attracting attention to a location, site, business or activity.

STREET – Any dedicated public thoroughfare that affords the principal means of access to abutting property.

UNDEVELOPED – An undeveloped property is a property for which a Certificate of Occupancy has not been issued by the Building Official on the property or a residential property for which a Certificate of Final Acceptance has not been issued by the City.

VEHICLE - Any device in, upon, or by which any person or property is or may be transported.

1.02 **APPLICABILITY**

The terms and conditions of this Ordinance shall apply to signs located within the City and its extraterritorial jurisdiction.

1.03 **PERMIT REQUIRED TO ERECT OR INSTALL A SIGN**

- A. **PERMIT REQUIRED.** No sign, other than those exceptions listed in Section 1.10 of this Ordinance, shall be erected, placed, attached, secured, altered or displayed to the ground, any building, or any structure, until a permit for such sign has been issued by the Building Official. An application for a sign permit may be obtained from the City's Building Inspection Division. The Building Official shall approve or deny an application for a sign permit within thirty (30) days of the City's receipt of the application. ~~A permit will be issued if a~~ proposed sign conforms to all City ordinances. Upon request by the City, a diagram shall be provided showing the location of all signs on the property and/or adjacent properties. ~~Incorrect information shall be grounds for~~ revocation of a permit.
- B. **TO WHOM ISSUED.** No permit for the erection of any sign, with the exception of banner and sandwich board signs, shall be issued to any person

other than those licensed and bonded in the City in accordance with this Ordinance.

- C. NOT TO ISSUE FOR PROHIBITED LOCATIONS. No permit shall be issued under this section for any sign in a district where signs are prohibited by the City's Comprehensive Zoning Ordinance No. 00-11-01, as it currently exists or as amended.
- D. FEES. The fee for sign permits shall be seventy-five dollars (\$75.00). The fee for a sign permit for a sign that was constructed without a permit shall be twice the cost of the standard permit fee.
- E. INTERPRETATION AND ADMINISTRATION. The Building Official shall be responsible for interpreting and administering this Ordinance. The Building Official may revoke any permit for a sign that is issued in error. Allegations of errors in orders, decisions, or determinations of the Building Official in the administration of this Ordinance shall be in accordance with Section 1.16 of this Ordinance, as it exists or may be amended.

1.04 LICENSE REQUIRED

- A. No person shall install, erect or maintain any sign, except banner and sandwich board signs and all signs for which a permit is not required, or contract for such service, until such person has applied to the Building Official for a license to install, erect and/or maintain signs, and until such license has been approved and issued. The Building Official shall approve or deny an application for a license within thirty (30) days of the City's receipt of the application. A license will be issued if all requirements of City ordinances are met. The fee for such license shall be fifty dollars (\$50.00) per year. A license is valid twelve (12) months from the date of issuance.
- B. The license of any sign contractor may be canceled by the Building Official, when such contractor repeatedly violates the requirements of this Ordinance. Conviction in court, whether appealed or not, on two (2) violations over a period of twelve (12) months, shall constitute evidence of repeated violation. Any license thus canceled shall not be renewed for such contractor or anyone operating in concert with such contractor until all such violations have been corrected. Upon correction of violations, the contractor's license may be renewed upon furnishing the bond required in Section 1.05.

1.05 SIGN CONTRACTOR BOND REQUIRED

- A. No license for the installation, erection and/or maintenance of signs shall be issued to any person nor shall any person install, erect or maintain any sign, except banner and sandwich board signs and all signs for which a permit is not required, or medium of display or advertising, electric or otherwise, until such person has provided proof of general liability insurance in the amount of one hundred thousand dollars (\$100,000.00) to the Building Official or filed

with the City Secretary a surety bond in the sum of five thousand dollars (\$5,000.00). Such bond shall be approved by the Director of Finance and shall be conditioned for the installation and erection of signs in accordance with the ordinances of the City and the laws of the state, and shall provide for the indemnification of the City for any and all damages or liability which may accrue against it by reason of faulty installation, erection, demolition, repair, removal or defects in, or collapse of, any sign for a period of one (1) year after erection or for such period of time that such sign is maintained or serviced by or under the direction of the maker of such bond, whichever is longer. Such bond shall further provide for the indemnification of any person who shall, while upon public property or in any public place, incur damage for which the principle name in the bond is legally liable.

- B. When any sign contractor's license has been canceled as provided in Section 1.04(B), such license shall not be renewed until the contractor furnishes an additional bond in the amount of five thousand dollars (\$5,000.00) guaranteeing compliance with the provisions of this Ordinance, which bond shall be for a period of two (2) years following renewal of the license.

1.06 **INSPECTION**

The Building Official reserves the right to perform an inspection of all signs. The purpose of the inspection is to ensure that the sign has been constructed in accordance with this Ordinance, any other applicable ordinances, and the applicable permits. The method and time of such inspections shall be determined by the Building Official.

1.07 **SIGN SPECIFICATIONS AND DESIGN**

- A. **Compliance with Comprehensive Zoning Ordinance, International Building Code, National Electrical Code, and other ordinances** – All sign structures shall comply with the City's Comprehensive Zoning Ordinance No. 00-11-01, as it currently exists or may be amended, the International Building Code, the National Electrical Code, and other City ordinances, as they currently exist or may be amended. If the standards as described herein are more restrictive, then the provisions of this Ordinance shall apply.
- B. **Visibility** – All signs shall observe all visibility requirements. Signs shall not be placed within visibility triangles, corner clips, and V.A.M. (Visibility, Access, and Maintenance) easements as defined in the City's Thoroughfare and Circulation Design Requirements.
- C. **Signs Posted in Specified Areas** – Unless otherwise permitted within this Ordinance, no person shall post or cause to be posted, attach or maintain any sign upon:
 - 1. Any City owned property or right-of-way without the written permission of the City Manager or his/her designated representative;

2. Any utility easement. Should a property owner be able to demonstrate to the City Engineer and/or franchise utility company that there is no other viable location for a sign other than a utility easement, a sign may be located within the utility easement subject to written approval from the City Engineer and/or franchise utility company and subject to the providing of a letter to the City releasing the City of any liability for repair or replacement of a sign damaged by work occurring within the utility easement.
 3. Any tree, utility pole or structure, street sign, rail or any fence;
 4. Any fence, railing or wall, except in accordance with Section 1.09(K) and 1.09 (M); or
 5. Any sidewalk within the right-of-way or a sidewalk easement, curb, gutter, or street, except for house numbers or fire lane designation.
- D. **Signs Attached to Fire Escapes** – No sign shall be attached in any manner to any fire escape or to the supporting members of any fire escape, nor shall it be guyed to or supported by any part of the fire escape.
- E. **Accumulation of Rainwater** – All signs shall be constructed so as to prevent the accumulation of rainwater in the sign.
- F. **Location Near Telephone Cable, Power Line, or Street Light** – No sign shall be erected nearer than two (2) feet from any telephone cable, power line or any street light standard.
- G. **Signs Not to Block or Interfere with Exits or Windows and Pedestrian and Vehicular Traffic** – No sign shall be so erected as to block, partially block, or interfere in any way with a required means of exit from any building nor with any window. No sign shall block, interfere, or otherwise hinder pedestrian or vehicular traffic on a public sidewalk, a public thoroughfare, a fire lane easement, or a driveway required to access parking.
- H. **Glass Signs over Public Property** – Signs constructed of glass or other materials which may shatter upon impact are prohibited over public right-of-way.
- I. **Identification Marking Required** – All banner, wood frame, inflatable, panel, and sandwich board signs permitted after adoption of this Ordinance shall have attached, written, or painted in a ~~weatherproof manner and in a~~ conspicuous place thereon, in letters not less than one (1) inch in height, the date of erection and the permit number of the sign.
- J. **Assumed Wind Load for Design Purposes** – For the purposes of design of structural members in signs, an assumed wind load of twenty (20) pounds per square foot shall be used.

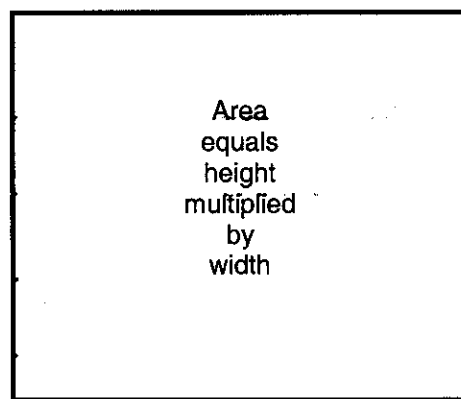
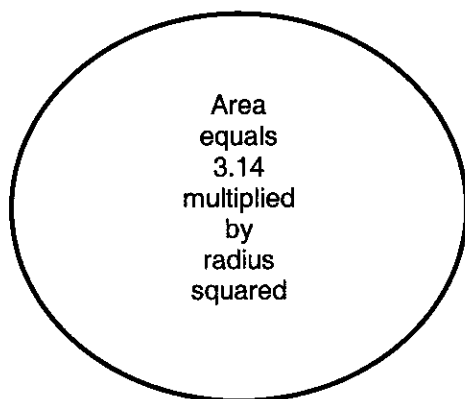
K. **Multiple Signs on a Property or Building** – The permitting of a sign on a property or building shall not preclude the permitting of other types of signs on a property or building unless the signs are expressly prohibited herein.

L. **Exemptions** – Signs located within a building with the exception of window signs shall not be regulated by this Ordinance.

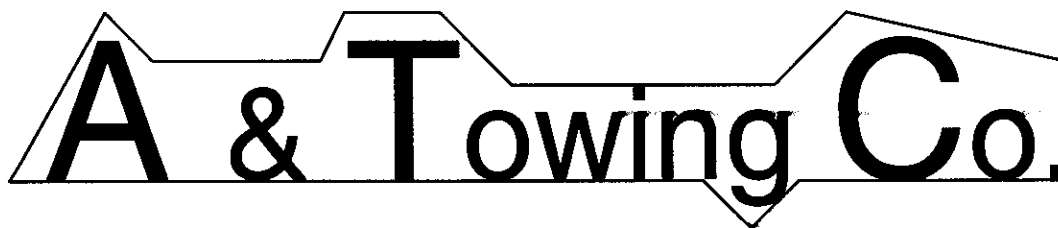
1.08 MEASUREMENT OF SIGN AREA AND HEIGHT

A. The area of a sign shall be measured as follows:

1. For signs in the shape of a square, rectangle, circle, or similar standard geometric shape, the area shall be calculated by using the standard mathematical formula (height multiplied by width, 3.14 multiplied by radius squared, etc.). This method of measurement is most commonly used for monument signs, wood frame signs, and stake signs.



2. For signs whose shape is irregular, the area shall be measured by enclosing the sign elements with intersecting lines. This method of measurement is most commonly used for wall signs with individual lettering and for irregularly shaped monument signs. (See diagram)



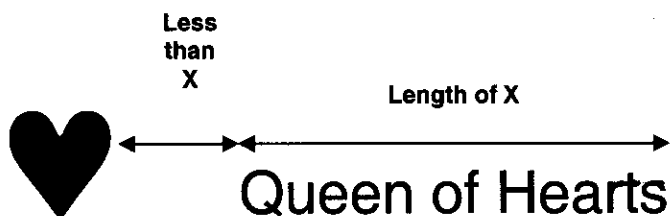
3. The area of a spherical, cylindrical, or other three-dimensional sign shall be measured by calculating the area of a two-dimensional drawing of the largest elevation of the sign.

B. Where a sign has two faces, the area of the largest sign face shall be used to determine the area of the sign provided the two faces are within five (5) degrees of parallel. Where a sign has two or more faces that are greater than five (5) degrees from parallel, the sign area shall either be calculated as the sum of the area of each face, or the sign will constitute two signs (a V-sign). A V-sign is permitted at the corner of a property with two street frontages.

C. The area of wall signs containing multiple elements shall be calculated as follows:

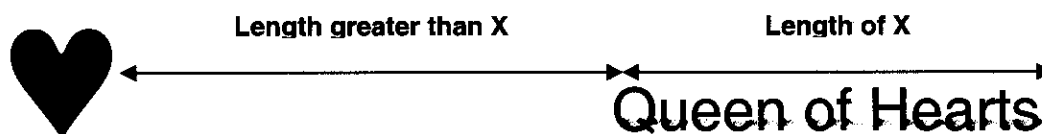
1. Regardless of the spacing between letters, letters forming a word or name shall be considered a single sign.
2. When two or more separate items in a sign, such as a word or logo, are separated horizontally or vertically by less than the width or height of the largest item, the items shall be considered a single sign and the area shall be determined by measuring the area enclosing the sign elements with straight, intersecting lines.

The following sign elements are considered one sign:



3. When two or more separate items in a sign, such as a word or logo, are separated horizontally or vertically by more than the width or height of the largest item, the items shall be considered a separate sign and the area of each item shall be determined individually.

The following sign elements are considered two signs:



D. The supports of a stake sign, wood frame sign, or panel sign shall not be included in calculating the area of the sign, but shall be included in the measurement of the height of the sign.

- E. The height of all signs shall be measured from the top edge of the sign and/or support structure to the average finished grade of the ground below the sign and/or support structure. If a sign is located on a mound, berm, or other raised area for the sole purpose of increasing the height of the sign, the height of the mound, berm, or other raised area shall be included in the height of the sign.

1.09 PERMISSIBLE SIGNS THAT REQUIRE THE ISSUANCE OF A SIGN PERMIT

The following signs are permissible, upon issuance of a sign permit, subject to the following conditions and the specifications listed in Section 1.07 of this Ordinance. Signs that do not comply with the following conditions and the specifications are considered prohibited.

A. AWNING SIGNS



1. Definition – An awning sign is a sign which is applied to, attached, or painted on an awning or other roof-like cover, intended for protection from the weather or as a decorative embellishment, projecting from a wall or roof of a structure over a window, walk, door, or the like.
2. Awning signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A permit shall not be issued to erect or place an awning sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property.
 - b. Place –
 1. Awning signs are permitted only in conjunction with a non-residential use or in a non-residential zoning district.
 2. In no case shall the supporting structure of an awning sign extend into or over the street right-of-way. The supporting structure of an awning sign may extend over the street right-of-way in the Original Town Commercial District.
 - c. Manner - No building shall have both a wall sign and an awning sign on the same building face.

B. BANNER SIGNS



1. Definition - A banner sign is a sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other light fabric, with the only purpose of such non-rigid material being for background.
2. Banner signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time –
 1. A sign permit shall not be issued to erect or place a banner sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property.
 2. One banner sign may be placed on a building for three (3) two (2) week periods per calendar year. The periods may be combined. Each suite within a retail development shall be considered a building and shall therefore be allowed to erect a banner sign accordingly.
 3. New businesses shall be permitted to place a banner on their building prior to the issuance of a Certificate of Occupancy and up to six (6) weeks after the date of issuance of a Certificate of Occupancy. The banner(s) shall not count against the allowances provided in Section 1.09(B)(2)(a)(2).
 4. Religious organizations that operate in a school or other temporary facility may erect a banner during times of worship provided the banner is placed no earlier than two (2) hours prior to worship and is removed no later than two (2) hours after worship. The banner(s)

shall not count against the allowances provided in Section 1.09(B)(2)(a)(2).

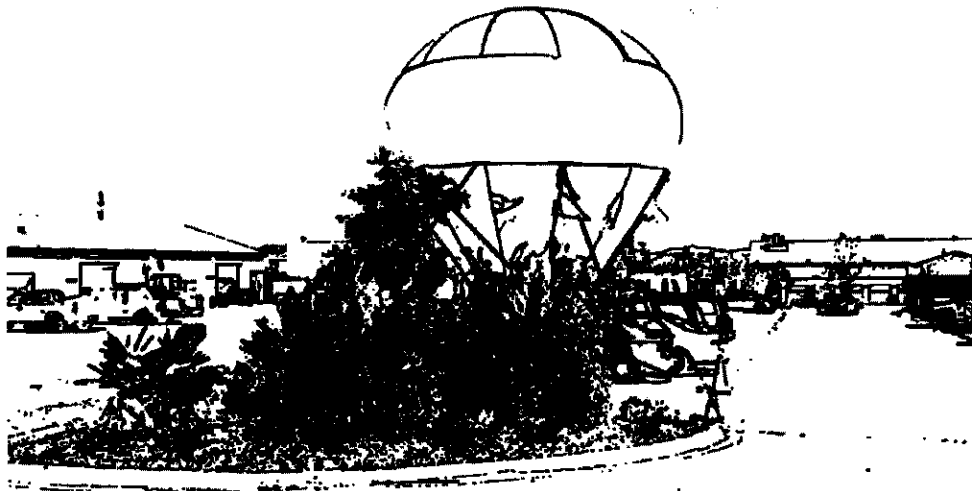
b. Place –

1. All four corners of a banner sign shall be securely attached to the front, side, or rear surface of a building. However, such sign shall not face a residential neighborhood unless separated by a major thoroughfare with the exception that this requirement shall not apply to banner signs permitted in Section 1.09(B)(2)(b)(2).
2. Banner signs are permitted only in conjunction with a non-residential use or in a non-residential zoning district.
3. With written permission of the City Manager, Director of Parks & Recreation, or their designee, banner signs may also be erected during social or athletic events at a park or other City owned property. The banners shall be attached to pavilions, fences, vehicles, stakes, or poles.

c. Manner -

1. The maximum area of a banner sign is forty-eight (48) square feet.

C. INFLATABLE SIGNS



1. Definition – An inflatable sign is a sign manufactured of plastic, cloth, canvas, or other light fabric and inflated with air.
2. Inflatable signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time –
 1. A sign permit for an inflatable sign shall not be issued until the City has issued a Certificate of Occupancy for a building on the property.
 2. An inflatable sign may be erected on a lot for no more than three (3) ten (10) day periods per calendar year. Two (2) or three (3) ten (10) day periods may run consecutively. In the case of multiple businesses or tenants located on a single lot, each business is allowed to erect an inflatable sign on the lot for three (3) ten (10) day periods provided that no more than one inflatable sign is located on the lot at any one time and provided a minimum of thirty (30) days transpires between the removal of an inflatable sign permitted by one business and the placement of another inflatable sign permitted by another business.
 - b. Place –
 1. Inflatable signs shall not be located in required parking spaces, driveways that provide access to parking spaces, or fire lanes, nor shall the sign encroach into the right-of-way.
 2. Inflatable signs are permitted only in conjunction with a non-residential use or in a non-residential zoning district.
 - c. Manner –
 1. Inflatable signs shall be secured directly to, and not suspended from, the ground. Inflatable signs may not be placed on a roof or suspended from a building. A “cloud buster” or similar type balloon is not an inflatable sign.
 2. The maximum height of an inflatable sign is thirty (30) feet.
 3. A banner sign may be applied to an inflatable sign without the banner counting towards the allotted number of banner signs per calendar year. The maximum area of a sign placed or applied to an inflatable sign shall be forty-eight (48) square feet.

D. MONUMENT (INDIVIDUAL) SIGNS



1. Definition - An individual monument sign is a sign that is supported from the grade to the bottom of the sign having or appearing to have a solid and opaque base and generally used to identify the name of a business or development.
2. An individual monument sign is permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A sign permit shall not be issued to erect or place an individual monument sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property and after the issuance of a building permit for a building on the property.
 - b. Place –
 1. Individual monument signs are permitted in non-residential zoning districts or non-residential areas and on a lot containing an apartment complex, day care facility, school, model home, temporary sales trailer, community center, amenity center, marketing center, or church or similar religious facility.
 2. An individual monument sign is permitted on the same lot as a unified development monument sign, but the total number of unified development monument signs and individual monument signs located within a unified development zone shall generally not

exceed the number of lots located within the unified development zone. The total number of signs shall be permitted to exceed the number of lots when additional individual or unified development monument signs are permitted on a property in accordance with Section 1.09(D)(2)(c)(3) and 1.09(G)(2)(c)(5).

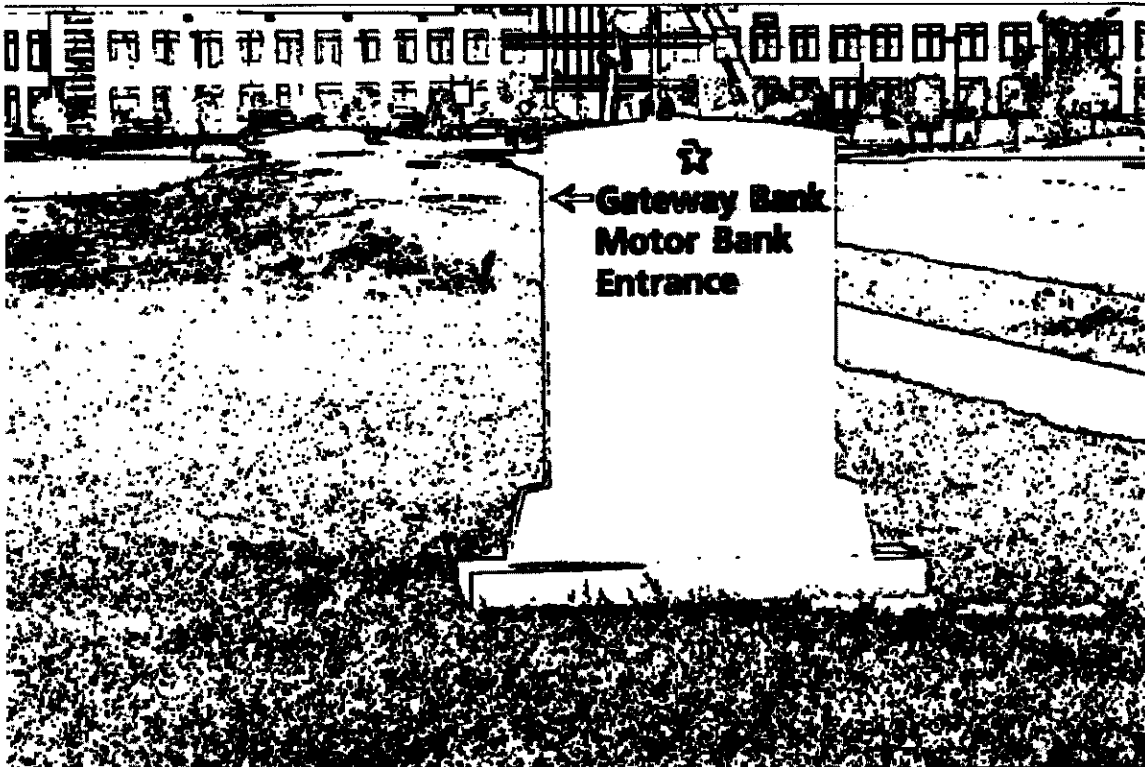
3. Minimum front yard setback is fifteen (15) feet from the property line.
4. Minimum side and rear yard setback from the property line shall be equal to the height of the sign.

c. Manner –

1. The design, materials, and finish of an individual monument sign shall match those of the buildings on the same lot. An individual monument sign shall contain a minimum one (1) foot masonry with mortar border around all sides of the sign. An individual monument sign constructed entirely of masonry materials, as defined in Comprehensive Zoning Ordinance No. 00-11-01, as it exists or may be amended, shall satisfy the border requirement. Back-lit signs shall be inset into the pedestal of the sign rather than attached or applied to the pedestal.
2. Signs constructed in conjunction with unified development and internal monument signs shall be consistent with the building elements and materials of unified development signs within the unified development and internal monument signs on the same lot and within the unified development. Architectural embellishments are also encouraged and may be considered through the review of the sign coordination plan defined in Section 1.18.
3. A lot is allowed a maximum of one (1) individual monument sign per street frontage.
4. The maximum area of an individual monument sign, including the one-foot masonry with mortar border, is sixty (60) square feet.
5. The maximum height of an individual monument sign is eight (8) feet.
6. Monument signs are permitted to contain electronic variable messages subject to the following conditions:
 - a. Variable message monument signs shall only be permitted along a major thoroughfare or greater as designated on the Thoroughfare Plan, as it exists or may be amended.

- b. Variable message monument sign characters shall have a minimum height of ten (10) inches and a maximum height of sixteen (16) inches.
- c. Variable message monument signs shall not be animated, flash, travel, blink, fade, or scroll.
- d. Variable message monument signs shall remain static for not less than fifteen (15) seconds.
- e. Variable message monument signs are permitted to contain time and temperature displays. The time and temperature displays shall remain static for not less than three (3) seconds.
- f. Variable message wall signs are also permitted (see Section 1.09(N)), but only one variable message sign, either monument or wall, is permitted per lot.

E. MONUMENT (INTERNAL) SIGNS



1. Definition – An internal monument sign is a sign that is supported from the grade to the bottom of the sign having or appearing to have a solid base and generally used to provide direction to drive-through lanes and to buildings and tenants within large multi-tenant retail, multi-family, or office developments.

2. An internal monument sign is permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A sign permit shall not be issued to erect or place an internal monument sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property and after issuance of a building permit on a building on the property.
 - b. Place –
 1. An internal monument sign is permitted only in conjunction with a non-residential use or in a non-residential zoning district.
 2. Minimum front yard setback is seventy-five (75) feet from the property line.
 - c. Manner –
 1. The design, materials, and finish of internal monument signs shall be match those of the buildings on the same lot. Signs constructed in conjunction with unified development and individual monument signs shall be consistent with the building elements and materials of the unified development signs within the unified development and individual monument signs on the same lot and within the unified development.
 2. If a property averages more than two (2) internal monument signs per acre, a sign coordination plan as defined in Section 1.18 shall be approved for the placement of the signs.
 3. The maximum area of an internal monument sign is six (6) square feet.
 4. The maximum height of an internal monument sign is thirty (30) inches.

F. MENU BOARD SIGNS

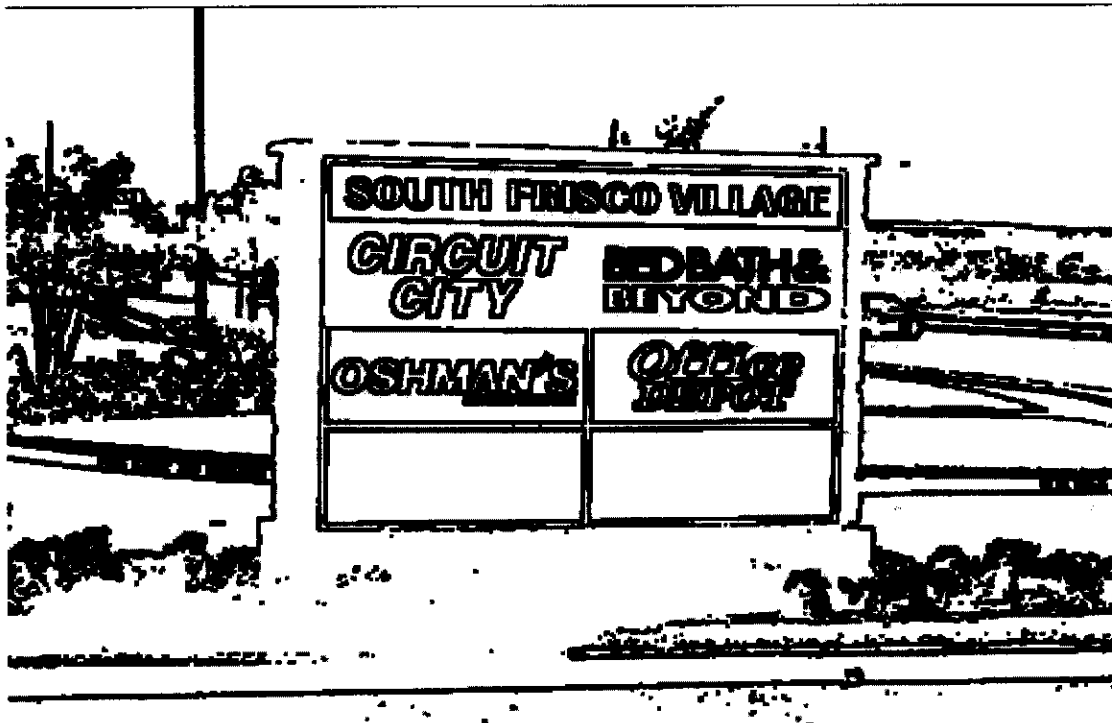
1. Definition – A menu board sign is a sign erected in conjunction with a use that incorporates a drive-through or drive-in and generally used to provide service and/or product options and pricing for customers who remain in their vehicles.
2. A menu board sign is permissible subject to the following conditions and upon the issuance of a sign permit:

- a. Time – A sign permit shall not be issued to erect or place a menu board sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property and after issuance of a building permit on a building on the property.
- b. Place –
 - 1. A menu board sign is permitted only in conjunction with a non-residential use or in a non-residential zoning district.
 - 2. Minimum front yard setback is twenty-five (25) feet from the property line.
- c. Manner –
 - 1. Drive-through menu board:
 - a. Shall be supported from the grade to the bottom of the sign having or appearing to have a solid base.
 - b. The design, materials, and finish of a drive-through menu board shall match those of the building(s) on the same lot.
 - c. One drive-through menu board sign is permitted per drive-through use on a Lot.
 - d. The maximum area of a drive-through menu board is sixty (60) square feet with a maximum height of six (6) feet.
 - 2. Drive-through pre-order sign:
 - a. Shall be supported from the grade to the bottom of the sign having or appearing to have a solid base.
 - b. The design, materials, and finish of a drive-through menu board shall match those of the building(s) on the same lot.
 - c. One drive-through pre-order sign is permitted at the entrance of the drive-through lane.
 - d. The maximum area of a drive-through pre-order sign is twenty-four (24) square feet with a maximum height of six (6) feet.
 - 3. Drive-in menu board:
 - a. Shall be supported from the grade to the bottom of the sign having or appearing to have a solid base. If the drive-in stalls

are covered by a canopy, the drive-in menu board signs may be attached directly to the canopy support columns.

- b. The design, materials, and finish of a drive-through menu board shall match those of the building(s) on the same lot.
- c. One drive-in menu board sign is permitted per ordering station.
- d. The maximum area of a drive-in menu board sign is nine (9) square feet with a maximum height of six (6) feet.

G. MONUMENT (UNIFIED DEVELOPMENT) SIGNS



1. Definition - A unified development monument sign is a sign that is supported from the grade to the bottom of the sign having or appearing to have a solid base and is generally used to identify multiple tenants within a unified development.
2. A unified development monument sign is permissible on a non-residentially zoned property, subject to the following conditions and upon the issuance of a sign permit:
 - a. Time - A sign permit shall not be issued to erect or place a unified development monument sign on a property until a sign coordination plan as defined in Section 1.18 has been approved with a subdivision plat, preliminary site plan and/or site plan for the property by the

Planning & Zoning Commission and after issuance of a building permit for a building within the unified development zone.

b. Place –

1. A unified development monument sign shall be located within a unified development zone. A unified development zone shall:
 - b. Consist of multiple lots with the same subdivision name or multiple lots which were depicted on the same concept plan, preliminary site plan, or site plan;
 - c. Be united through common building architecture, color, and materials, landscaping and parking.
2. A unified development monument sign is permitted on the same lot as an individual monument sign, but the total number of unified development monument signs and individual monument signs located within a unified development zone shall generally not exceed the number of lots located within the unified development zone. The total number of signs shall be permitted to exceed the number of lots when additional unified development monument signs are permitted on a property in accordance with Section 1.09(F)(2)(c)(5).
3. The minimum front yard setback for a unified development monument sign is fifteen (15) feet from the property line.
4. No minimum side and rear yard setbacks are required for a unified development monument sign, but a unified development monument sign shall not be located closer than seventy-five (75) feet to another unified development monument sign or an individual monument sign.

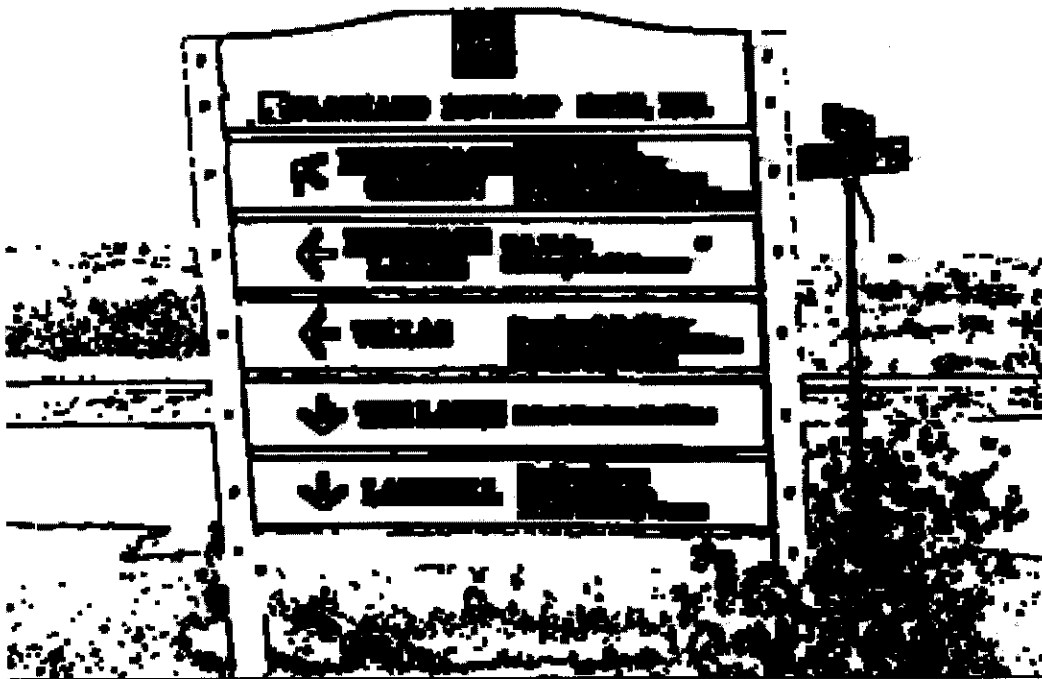
c. Manner –

1. A unified development monument sign shall be constructed of materials and a design consistent with the buildings located on the property. A unified development monument sign shall contain a minimum one (1) foot masonry border around the sign. A unified development monument sign ~~constructed entirely of masonry~~ materials shall satisfy the border requirement.
2. The maximum area of a unified development monument sign shall be based on the size of the unified development zone. The maximum area of a unified development monument sign for a unified development zone of five (5) acres or less is sixty (60) square feet. For every whole acre over five (5) acres, the area of

the sign may be increased by twelve (12) square feet with the maximum area of a unified development sign being one hundred sixty-eight (168) square feet.

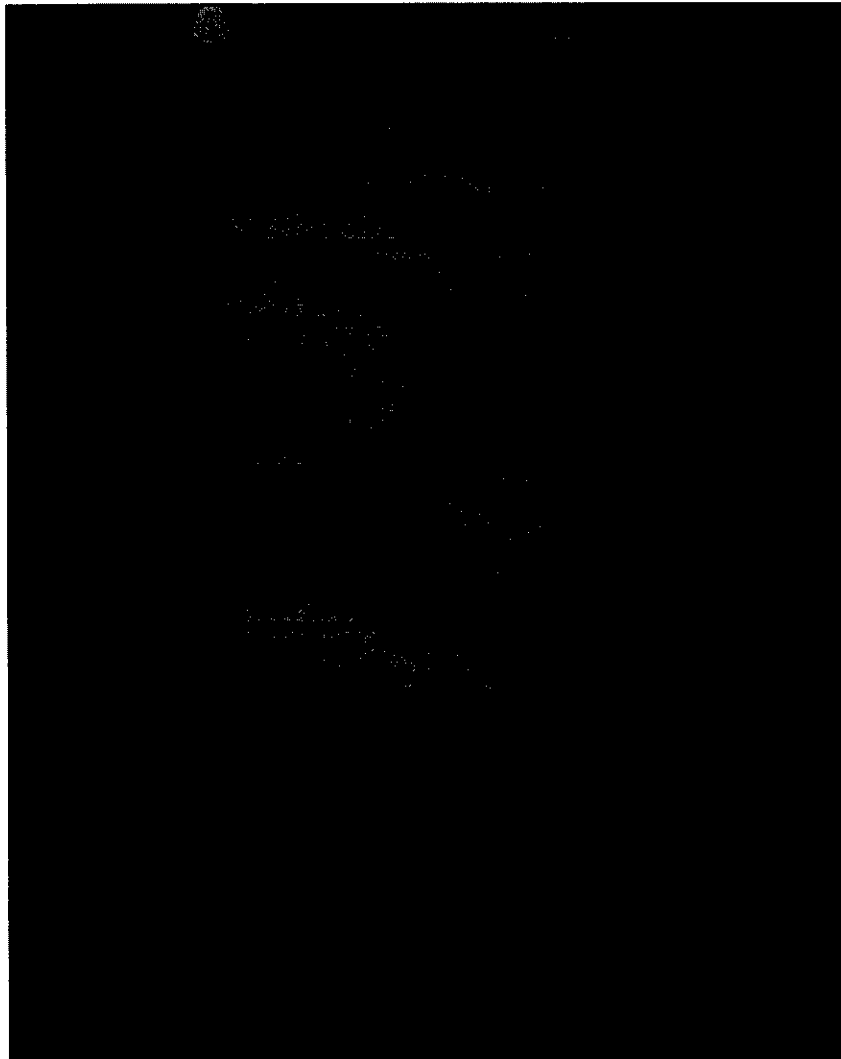
3. The maximum height of a unified development monument signs is sixteen (16) feet.
4. Architectural embellishments for unified development monument signs are encouraged. Exceptions in maximum height and area may be considered through the review of the sign coordination plan defined in Section 1.18.
5. One unified development monument signs is permitted per street frontage of the unified development zone. One additional unified development monument sign is permitted along a street for each additional 750 linear feet, or portion thereof, of street frontage that exceeds 750 linear feet of street frontage.
6. Prior to City consideration of a unified development zone, all property owners located within a proposed unified development zone must submit notarized letters to the City authorizing the creation of the unified development zone. A lot shall only be included in a single unified development zone.

H. PANEL (KIOSK) SIGNS



1. Definition – A panel (kiosk) sign is a sign which contains individual panels and which is generally used to provide direction to residential subdivisions from major thoroughfares or to provide direction to schools, amenities, information centers, community facilities, and neighborhoods within a residential subdivision.
2. On properties located at the intersection of two major thoroughfares, panel (kiosk) signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – No restrictions.
 - b. Place –
 1. Panel (kiosk) signs shall be placed on a property located at the intersection of two major thoroughfares as defined and illustrated on the City's Thoroughfare Plan. Panel (kiosk) signs shall be placed a minimum of two hundred (200) feet and a maximum of four hundred (450) feet from the intersecting right-of-way line.
 2. Panel (kiosk) signs may be placed in the right-of-way, so long as the requirements of Section 1.07 can be met.
 - c. Manner –

1. Panel (kiosk) signs shall be designed in accordance with the following design standards.



2. A maximum of four (4) panel (kiosk) signs are permitted at an intersection; one (1) panel (kiosk) sign is permitted on each corner.
 3. The panel (kiosk) sign and its panels shall be of steel construction or wood construction painted with exterior oil-based paint.
 4. The cost of production, installation, maintenance, and relocation or removal of the panel (kiosk) signs shall be the responsibility of the permittee, or if located on private property, the permittee and the property owner.
3. On properties located within the limits of a platted single-family or two-family subdivision, panel (kiosk) signs are permissible subject to the following conditions and upon the issuance of a sign permit:

- a. Time – A panel (kiosk) sign may be erected on a property within a platted single-family or two-family subdivision after Planning & Zoning Commission approval of the final plat of the property.
- b. Place –
 - 1. Panel (kiosk) signs may also be placed within the platted limits of a single-family or two-family residential subdivision. Panel (kiosk) signs approved as part of a sign coordination plan as defined in Section 1.18 may be placed outside of the platted limits of a single-family or two-family residential subdivision on a property of same ownership as the developing subdivision.
 - 2. Panel (kiosk) signs may be placed in the right-of-way, so long as the requirements of Section 1.07 can be met.
- c. Manner –
 - 1. A sign coordination plan as defined in Section 1.18 shall be approved for the placement of panel (kiosk) signs within a single-family or two-family subdivision.
 - 2. The maximum height of a panel (kiosk) sign is ten (10) feet.
 - 3. The maximum width of a panel (kiosk) sign is six (6) feet.
 - 4. The font and height of lettering on the panel (kiosk) signs shall be uniform throughout the entire subdivision.
 - 5. The panel (kiosk) sign and its panels shall be of steel construction or wood construction painted with exterior oil-based paint.
 - 6. The color of the panels and the letters shall be uniform throughout the entire subdivision.
 - 7. The cost of production, installation, and maintenance of the panel (kiosk) signs shall be the responsibility of the developer or homeowners association.

I. PROJECTING SIGNS



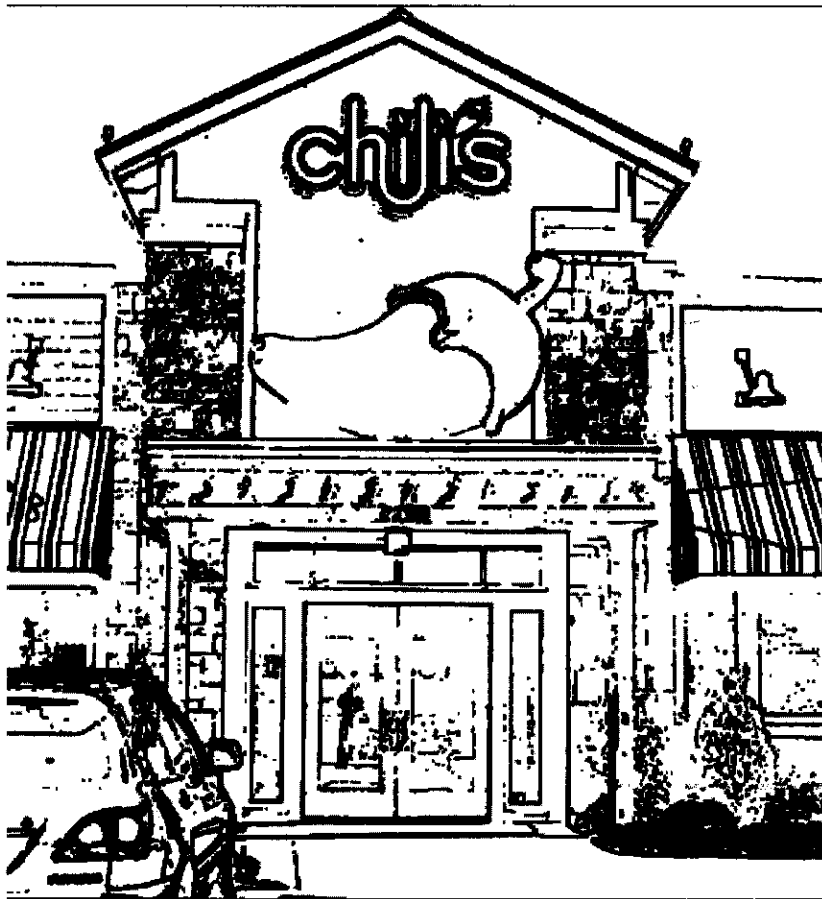
1. Definition – A projecting sign is a sign attached to and projecting out from a building face or wall more than twelve (12) inches, generally at a right angle to the building.
2. Projecting signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A sign permit shall not be issued to erect or place a projecting sign on a property until a building permit has been issued for the building on which the sign is to be attached.
 - b. Place –
 1. Projecting signs are permitted only in conjunction with a non-residential use or in a non-residential zoning district.
 2. In the Original Town Commercial (OTC) District, projecting signs may project into the right-of-way, but shall be located a minimum of three (3) feet back of a curb of any adjacent street.
 3. If a projecting sign is constructed over a sidewalk, a minimum of nine (9) feet shall be provided between the grade of the sidewalk and the lowest portion of the projecting sign.

c. Manner –

1. The maximum area of a projecting sign is twelve (12) square feet.
2. In the Original Town Commercial (OTC) District, the official logo (the steam engine below) of the Historic Downtown shall be incorporated into the frame of all projecting signs. The logo may be added to the sign instead of the frame. In either scenario, the logo shall be an integral part of the sign.



J. ROOF (SECONDARY) SIGNS

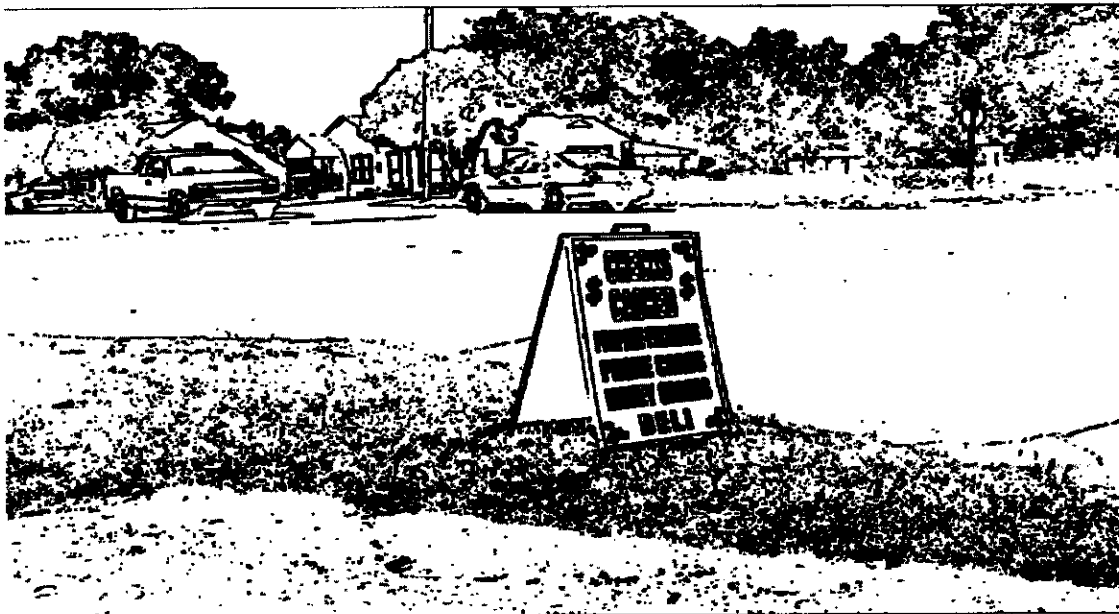


1. Definition – A secondary roof sign is a sign that is mounted to or that projects from a canopy or secondary roof over an entry to a building, but

that does not project above the highest point of the building. Secondary roof signs may also be attached to parapet walls.

2. Secondary roof signs are permissible subject to the following conditions and upon issuance of a sign permit:
 - a. Time – A sign permit shall not be issued to erect or place a secondary roof sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property and after issuance of a building permit on a building on the property.
 - b. Place –
 1. In lieu of a wall sign, a secondary roof sign may be erected on a parapet wall provided the parapet wall extends around the entire perimeter of the building at the same elevation.
 2. Secondary roof signs may also be erected on a canopy or a secondary roof over an entry to a building.
 - c. Manner – The structural or mechanical elements of a secondary roof sign shall not be visible from six (6) feet above the grade of adjacent streets.

K. SANDWICH BOARD SIGNS



1. Definition – A sandwich board sign is a sign constructed in such a manner as to form an "A" or a tent-like shape, hinged or not hinged at the top and

each angular face held at an appropriate distance by a supporting member.

2. Sandwich board signs are permissible subject to the following conditions and upon the issuance of a sign permit:

- a. Time –

1. A sign permit shall not be issued to erect or place a sandwich board sign on a property until a Certificate of Occupancy has been issued for a building on the property.
2. Sandwich board signs may be placed on properties during business hours only.

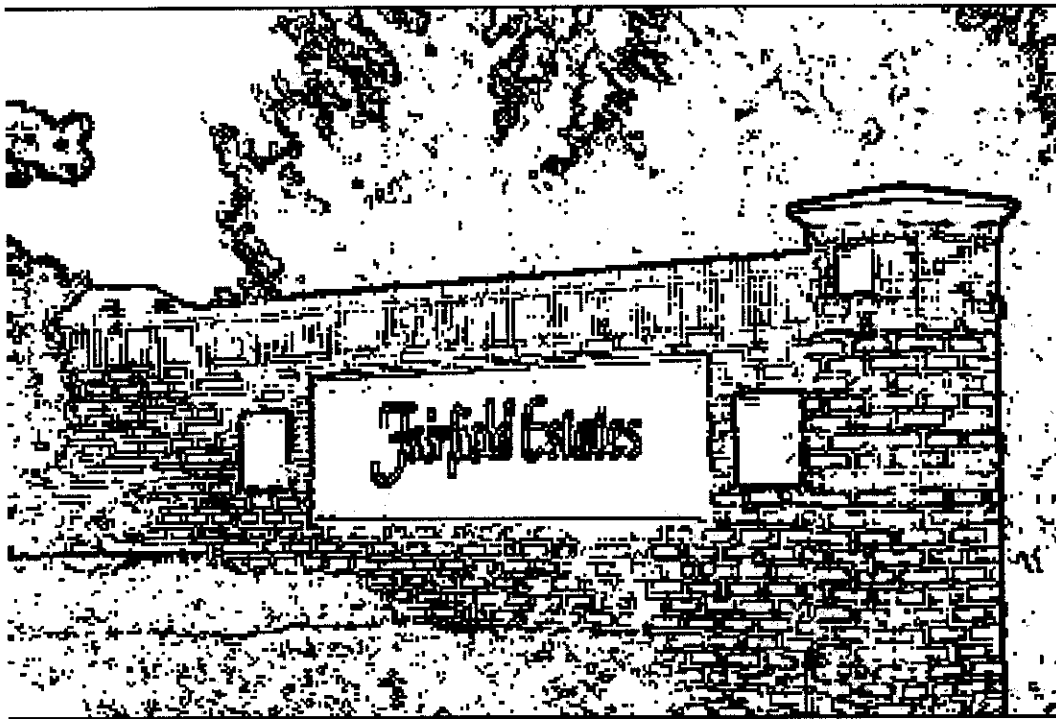
- b. Place –

1. Sandwich board signs are permitted in the Original Town Commercial (OTC) District and within non-residential areas of Planned Developments used to incorporate the neighborhood center concept as described in the Frisco Millennium Plan.
2. Sandwich board signs must be located a minimum of three (3) feet from the curb of any adjacent street.
3. Should a sandwich board sign be placed on or adjacent to a sidewalk, an unobstructed pedestrian clearance of at least four (4) feet in width must be provided adjacent to the sign.

- c. Manner –

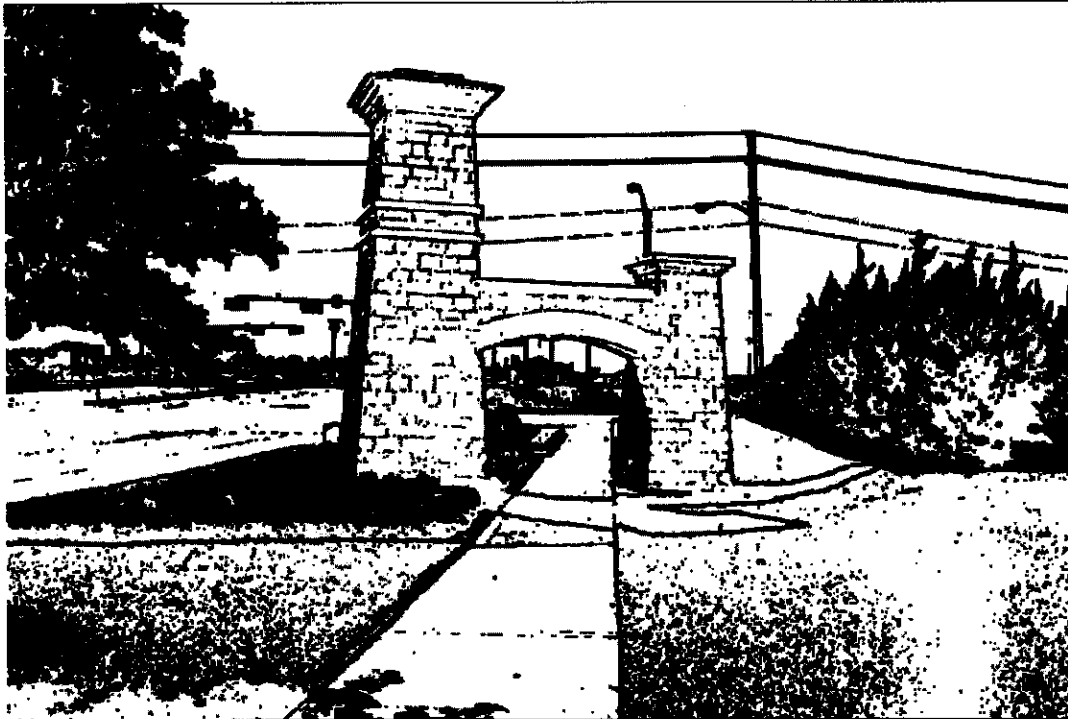
1. The maximum size of a sandwich board sign is fifteen (15) square feet with a maximum height of four (4) feet.
2. A maximum of one sandwich board sign may be placed per business or tenant on the property the sandwich board sign(s) are located.
3. Sandwich board signs shall be placed no closer than twenty (20) feet from other sandwich board signs.

L. SUBDIVISION IDENTITY SIGNS



1. Definition – A subdivision identity sign is a sign mounted to a screening wall which generally identifies a residential development and which generally refers to the platted name of the subdivision.
2. Subdivision identity signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A sign permit shall not be issued to erect or place a subdivision identity sign on a property until a final plat has been approved by the Planning & Zoning Commission for development of the property.
 - b. Place - All subdivision identity signs shall be located within the platted limits of a residential subdivision.
 - c. Manner –
 1. Subdivision identity signs may be in the form of a sign mounted to a screening wall.
 2. Alternative types of subdivision identity signs may be approved as part of a sign coordination plan as outlined in Section 1.18. The sign coordination plan shall be submitted for review with the final plat, landscaping, and screening wall plans.

M. SUBDIVISION MONUMENTATION



1. Definition – Subdivision monumentation are physical improvements such as signs, walls, or structures, constructed to draw attention to or enhance a subdivision or its surrounding area.
2. Subdivision monumentation is permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A sign and/or building permit shall not be issued to erect or place subdivision monumentation on a property until a preliminary site plan or site plan has been approved by the Planning & Zoning Commission for development of non-residentially zoned property, a preliminary site plan or site plan has been approved by the Planning & Zoning Commission for the development of multi-family or townhome zoned properties, or a preliminary plat or final plat has been approved by the Planning & Zoning Commission for development of a single-family or two-family zoned properties. The requirement to prepare the fore mentioned plans may be waived should the owner of the property on which the monumentation is proposed to be located or his/her representative prepare written and/or graphic documentation to the satisfaction of City staff to explain the relationship of the proposed monumentation to future land uses on the property.
 - b. Place –

1. Subdivision monumentation placed on private property shall observe all building line and setback requirements. A non-habitable monument may encroach into a required setback provided all visibility clips and easements are observed and the monument is deemed by City staff not to negatively impact fire protection of existing or future development.
2. Subdivision monumentation may be placed in the right-of-way subject to City Council approval and so long as the requirements of Section 1.07 can be met.
3. Subdivision monumentation may not be erected within an area designated as future right-of-way on the City's Thoroughfare Plan.

c. Manner –

1. The developer of the subdivision monumentation must provide a plan for future maintenance of subdivision monumentation to the City for review.
2. The maximum height of subdivision monumentation shall be the maximum height of the governing zoning district; or if not in a zoning district the maximum height of subdivision monumentation shall be the maximum height of the Frisco zoning district that is most similar to the use.

N. WALL SIGNS



1. Definition - A wall sign is a sign painted on or erected parallel to and extending not more than twelve (12) inches from the façade of any building to which it is attached, supported throughout its entire length by the building face. A wall sign may include neon tubing attached directly to a wall surface when forming a border for the subject matter or when forming letters, logos, or pictorial designs. This definition shall not include painted on murals. Murals shall not include the advertising of businesses or services located on the site. Murals are not subject to the Wall Sign regulations contained herein.
2. Wall signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A sign permit shall not be issued to erect or place a wall sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property and after the issuance of a building permit for a building on the property.
 - b. Place –
 1. Wall signs are permitted only in conjunction with a non-residential use or in a non-residential zoning district.

2. Wall signs of any character placed directly on the face of a wall shall be set at a minimum of nine (9) feet above the grade. Wall signs that are painted on the face of a wall shall have no minimum height requirement.
3. A wall sign may not be erected or placed on a parapet wall unless the parapet wall extends around the entire perimeter of the building at the same elevation.
4. When projections on the wall face prevent the erection of the sign flat against the wall face, the space between the back of the sign and the wall shall be closed at the top, bottom and ends with incombustible materials.
5. For buildings with a height of five (5) stories or greater, a wall sign may extend above the roofline of the building on which it is attached up to twenty-five (25) percent of the sign's height. The wall sign must be located on that portion of the building that is five (5) stories or greater.

c. Manner –

1. The size of wall signs shall be as follows:

<u>Building Height</u>	<u>Maximum Sign Height</u>	<u>Maximum Percentage of Wall Length*</u>
0 feet - 20 feet	4 feet	75%
>20 feet - 30 feet	6 feet	60%
>30 feet	8 feet	50%

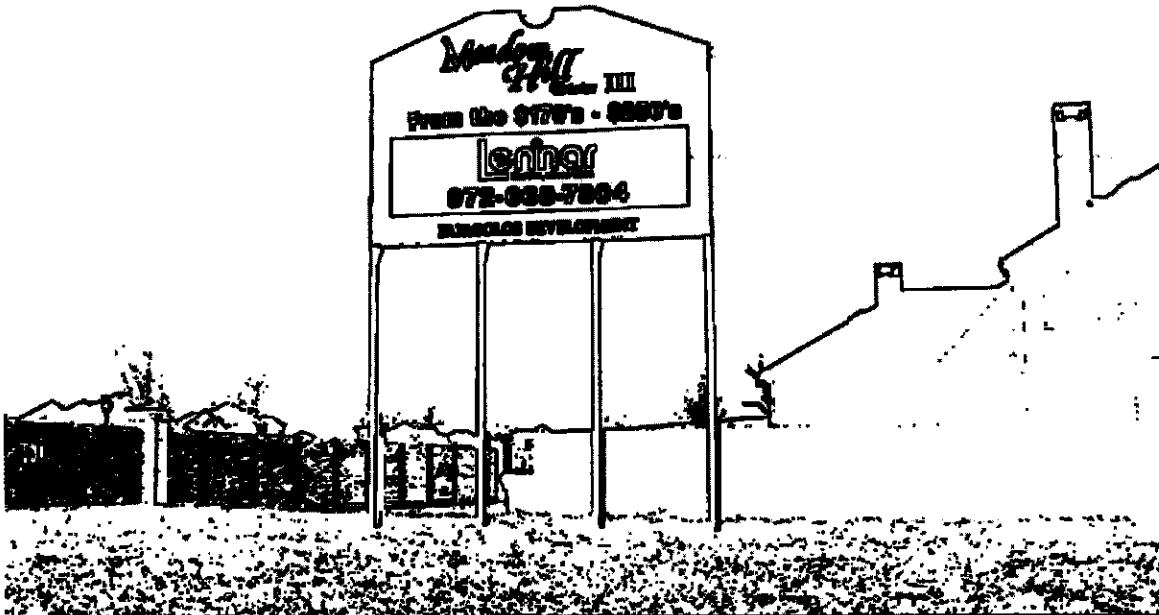
*Wall signs shall not occupy more than the maximum percent of the length of any wall on which it is erected.

Corporate logos may exceed the maximum sign height by forty (40) percent.

2. Wall signs of up to twelve (12) feet in height are allowed in conjunction with buildings and/or groups of contiguous buildings with common wall construction and containing a minimum of five hundred thousand (500,000) square feet. Wall signs of this size shall:
 - a. be placed on walls that are a minimum of thirty-seven (37) feet in height;

- b. be placed directly on the face of a wall;
 - c. be set at a minimum of fourteen (14) feet above the grade;
 - d. not project more than eighteen (18) inches from the face of the wall; and
 - e. not occupy more than fifty (50) percent of any wall on which it is erected.
3. In non-residential districts or areas, neon tubing used for the sole purpose of accentuating the outline of a building shall not be considered a wall sign and is permitted.
4. Wall signs are permitted to contain electronic variable messages subject to the following conditions:
- a. Variable message wall signs shall only be permitted along a major thoroughfare or greater as designated on the Thoroughfare Plan, as it exists or may be amended.
 - b. Variable message wall sign characters shall have a minimum height of fourteen (14) inches and a maximum height of twenty (20) inches.
 - c. Variable message wall signs shall not be animated, flash, travel, blink, fade, or scroll.
 - d. Variable message wall signs shall remain static for not less than twenty-four (24) hours.
 - e. Variable message wall signs are permitted to contain time and temperature displays. The time and temperature displays shall remain static for not less than three (3) seconds.
 - f. Variable message monument signs are also permitted (see Section 1.09(D)), but only one variable message sign, either monument or wall, is permitted per lot.

O. WOOD FRAME SIGNS



1. Definition – A wood frame sign is a sign that is generally used to advertise a new building, opening dates, leasing opportunities, and/or to identify the property owner, architect, contractor, engineer, landscape architect, or financier engaged in the design, construction or improvement of the premises on which the sign is located. Wood frame signs are also used to advertise sales and zoning information of properties. In no case shall a wood frame sign contain information pertaining to off-premise uses. Although wood frame signs are generally constructed of wood, the definition does not exclude metal or plastic signs used for the same purpose.
2. Wood frame signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time –
 1. For properties with single-family or two-family zoning, the sign shall be removed upon the issuance of Certificates of Occupancy for ninety-five (95) percent of the homes within a single-family or two-family subdivision.

2. For properties with Agricultural, Townhome, Multi-Family, or non-residential zoning, the sign shall be removed prior to the issuance of the Certificate of Occupancy for any building on the property.

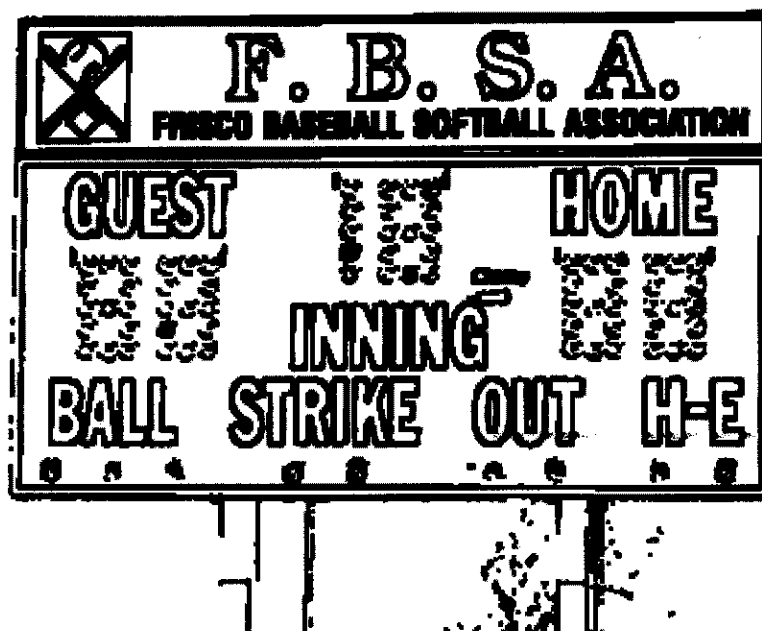
b. Place –

1. The sign shall be located no closer than fifteen (15) feet to any property line.
2. The minimum distance between wood frame signs is two hundred (200) feet.

c. Manner –

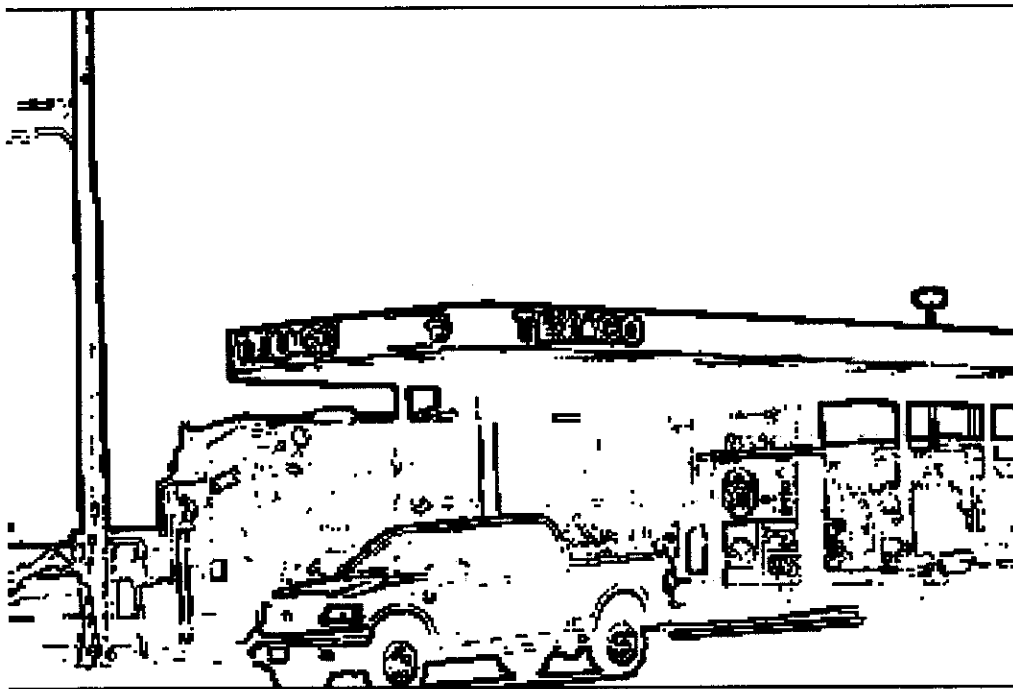
1. The maximum area of a wood frame sign is ninety-six (96) square feet.
2. The maximum height of a wood frame signs is sixteen (16) feet.
3. A maximum of one (1) wood frame sign shall be placed on a property per street frontage. If multiple wood frame signs are permitted on a tract of land, only one (1) sign shall be placed along each street frontage. A platted single-family or two-family subdivision shall be considered a single property for the purpose of this provision.

P. SCOREBOARDS



1. Definition – Scoreboards are signs erected at an athletic field or stadium and which are generally used to maintain the score or time expired in an event at the field or stadium. This definition shall also include signs mounted or applied to the outfield wall within a baseball field.
2. Scoreboards are permissible subject to the following conditions:
 - a. Time – No restrictions.
 - b. Place – Scoreboard signs shall be erected within the limits of an athletic field or stadium.
 - c. Manner – No restrictions.

Q. CANOPY SIGNS



1. Definition – A canopy sign is a sign that is applied to, attached, or painted on a canopy or other roof-like cover over gasoline fuel pumps, intended for protection from the weather or as a decorative embellishment.
2. Canopy Signs are permissible subject to the following conditions and upon the issuance of a sign permit:
 - a. Time – A sign permit shall not be issued to erect or place a canopy sign on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property and after the issuance of a building permit for a building on the property.

b. Place – Canopy signs may only be erected on the two sides of the canopy band that face a public street.

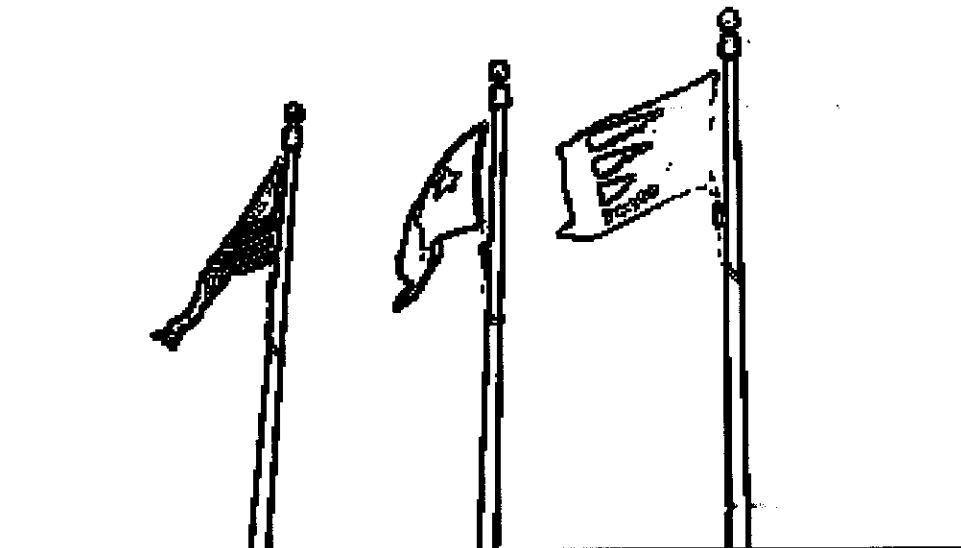
c. Manner –

1. Canopy signs may not exceed fifteen (15) square feet in size.
2. Canopy signs must attach directly to or painted on the face of the canopy band and shall not project more than eighteen (18) inches from the canopy band.
3. Only the canopy sign may be illuminated, not the entire canopy.

1.10 **PERMISSIBLE SIGNS THAT DO NOT REQUIRE THE ISSUANCE OF A SIGN PERMIT**

The following signs are permissible and do not require the issuance of a sign permit provided the signs comply with the following conditions and the specifications listed in Section 1.07, unless otherwise specified. Signs that do not comply with the following conditions and the specifications are considered prohibited.

A. FLAGS



1. Definition – A flag is a piece of fabric attached to a staff or cord on one end and generally used as a symbol of a nation, state, political subdivision, or organization.
2. Flags are permissible subject to the following conditions:

- a. Time – A flag shall not be placed on a property until a site plan and/or final plat has been approved by the Planning & Zoning Commission for development of the property.
- b. Place –
 - 1. A flag and its supporting structure shall be located on private property behind the property line.
 - 2. Flags may be temporarily attached to light poles within the right-of-way in the Original Town Commercial (OTC) district and along Preston Road, but only if a Sign Permit is received therefore.
 - 3. Flags may be placed at parks during social and athletic events.
- c. Manner –
 - a. The maximum height of a flag pole shall be forty (40) feet, measured from the ground.
 - b. The maximum area of a flag is sixty (60) square feet.
 - c. A maximum of three (3) flags may be located on a property.

B. HUMAN SIGNS



1. Definition – A human sign is a sign held by or attached to a human for the purposes of advertising or otherwise drawing attention to an individual, business, commodity, service, activity, or product. A person dressed in costume for the purpose of advertising or otherwise drawing attention to an individual, business, commodity, service, activity, or product shall also be construed as a human sign.
2. Human signs are permissible subject to the following conditions:
 - a. Time – No restrictions.
 - b. Place - All human signs shall be located on private property.
 - c. Manner – No restrictions.

C. INSTRUCTIONAL SIGNS



1. Definition - An instructional sign is a sign that provides instruction, information, or direction to the general public. The sole purpose of an instructional sign is to provide instruction, information, or direction to the general public that is essential to the health, safety, and public welfare of the community. An instructional sign shall contain no other message, copy, announcement, or decoration other than the essential instruction, information, or direction and shall not advertise or otherwise draw attention to an individual, business, commodity, service, activity, or product. Such signs shall include, but are not limited to, the following: signs identifying a property's street address, rest rooms, public telephones, handicap parking spaces, reserved parking spaces, freeze warning, no trespassing, no dumping, no loitering, and construction entrance and/or exit signs. Signs erected by the municipal, state or federal government for the purpose of public instruction, warning, street or highway designation, control of traffic and similar uses incidental to the public interests shall be considered instructional signs. An instructional sign also includes signs of a warning, directive or instructional nature erected by a public utility company that operates under a franchise agreement with the City.
2. Instructional signs are permissible subject to the following conditions:

- a. Time - No restrictions.
- b. Place – No restrictions.
- c. Manner – The maximum area of an instructional sign is sixteen (16) square feet.

D. VENDING MACHINE SIGN



- 1. Definition – A vending machine sign is a sign that is attached to a vending machine or gasoline pump and which generally advertises the products dispensed from the vending machine or gasoline pump.
- 2. Vending machine signs are permissible subject to the following conditions:
 - a. Time – No restrictions.
 - b. Place – No restrictions.

- c. Manner - Vending machine signs shall be directly attached to a vending machine or gasoline pump. The signs shall be flat and shall not project from the vending machine or gasoline pump.

E. STAKE SIGNS



1. Apartment Signs

- a. Definition – An apartment sign is a temporary stake sign that is used to convey information relating to the operation of an apartment complex.
- b. Time –
 - 1. Apartment signs may be placed in the front yard of a property developed as an apartment complex no earlier than Friday at 12:00 p.m. and shall be removed from the property no later than Sunday at 6:00 p.m.
 - 2. Apartment signs erected internal to a multi-family development and setback a minimum of 75 feet from a public street shall have no time restriction.
- c. Place –
 - 1. Apartment signs may not be placed in the right-of-way.
 - 2. Apartment signs erected within the front yard of a property shall not be placed closer than sixty (60) feet from another apartment sign

and shall be placed a minimum of thirty (30) feet from a side property line.

- d. Manner - Apartment signs shall not exceed six (6) square feet in area.

2. Civic Sign

- a. Definition – A civic sign is a temporary stake sign that publicizes times or locations of meetings or special events of homeowners associations, religious organizations or groups, or civic groups. This definition excludes directional signs for regularly scheduled religious events. A civic sign may also publicize times or locations of special events for schools and athletic team registrations.
- b. Time – Civic signs shall be erected no more than seven (7) days prior to the meeting or event and removed no more than forty-eight (48) hours after the meeting or event.
- c. Place – See Section 1.07 (Sign Specifications and Design).
- d. Manner – Civic signs shall not exceed six (6) square feet in area.

3. Garage Sale Sign

- a. Definition – A garage sale sign is a temporary stake sign that advertises a garage sale or yard sale.
- b. Time – A garage sale sign shall not be erected earlier than 12:00 p.m. on the Thursday before the sale and must be removed by 6:00 p.m. on the Sunday following the sale.
- c. Place –
 - 1. Garage sale signs shall be located only on private property with the consent of the property owner. In general, a garage sale sign shall be erected on private property no closer than ten (10) feet from the edge of the street pavement.
 - 2. See Section 1.07 (Sign Specifications and Design).
- d. Manner – Garage sale signs shall not exceed six (6) square feet in area.

4. Government Sign

- a. Definition – A government sign is a temporary stake sign used to convey information to the public regarding city, state, or federal government activities and events.

- b. Time – No restrictions.
- c. Place – See Section 1.07 (Sign Specifications and Design).
- d. Manner – No restrictions.

5. Home Improvement Sign

- a. Definition – A home improvement sign is a temporary stake sign that displays the name of roofing, fence, pool, paint, landscape, or other home improvement contractor.
- b. Time – The home improvement sign shall be removed after thirty (30) days of being installed or when the home improvement work is completed, whichever occurs first.
- c. Place – A home improvement sign shall be erected on the lot on which the home improvement is occurring. In general, a home improvement sign shall not be erected closer than ten (10) feet from the edge of the street pavement.
- d. Manner –
 - 1. Home improvement signs shall not exceed six (6) square feet in area.
 - 2. A maximum of one (1) home improvement sign shall be erected on a lot.

6. Open House Sign

- a. Definition – An open house sign is a temporary stake sign that advertises the name of the realtor or owner, date, time, direction to, and/or location of an open house. The sign shall not include balloons, streamers, flags or other static displays or devices.
- b. Time – An open house sign shall be erected no earlier than one (1) hour prior to the time of open house and shall be removed no later than one (1) hour after the time of the open house.
- c. Place –
 - 1. Open house signs shall be located only on private property with the consent of the property owner. In general, an open house sign shall not be erected closer than ten (10) feet from the edge of the street pavement.
 - 2. See Section 1.07 (Sign Specifications and Design).

- d. Manner – Open house signs shall not exceed six (6) square feet in area.

7. Residential Real Estate Sign

- a. Definition – A residential real estate sign is a temporary stake sign that advertises a home or property for sale or lease.
- b. Time – No restrictions.
- c. Place – A residential real estate sign shall be erected only on the lot on which the home or property is for sale or lease. In general, a residential real estate sign shall be erected no closer than ten (10) feet from the street pavement.
- d. Manner –
 - 1. Residential real estate signs shall not exceed six (6) square feet in area.
 - 2. A maximum of one (1) residential real estate sign shall be erected on a lot.

8. Temporary Religious Sign

- a. Definition – A temporary religious sign is a temporary stake sign that is used to advertise the name of and provide direction to the location occupied by a religious organization or group that is temporarily operating in a school or other facility.
- b. Time – A temporary religious sign may be erected during times of worship provided the sign is placed no earlier than two (2) hours prior to worship and is removed no later than two (2) hours after worship.
- c. Place – See Section 1.07 (Sign Specifications and Design).
- d. Manner – A temporary religious sign shall not exceed six (6) square feet in area.

9. Yard Sign

- a. Definition – A yard sign is a temporary stake sign that publicizes the arrival of a newborn or the participation of a family member in a school activity or sport. Yard signs shall also include signs that advertise the presence of a home security system, animals and seasonal decorations.
- b. Time – No restrictions.

- c. Place – Yard signs shall be located only on lots containing an occupied single-family, two-family, or multi-family dwelling. In general, a yard sign shall be erected no closer than ten (10) feet from the street pavement.
- d. Manner – Signs advertising the presence of a home security system shall not exceed one (1) square foot in area.

F. VEHICLE SIGNS



1. Definition - A vehicle sign is a sign that is attached to or placed in or on a truck, bus, car, trailer, boat, recreational vehicle, or any other vehicle. Vehicle signs shall exclude bumper stickers, license plates, and inspection and registration stickers.
2. Vehicle signs are subject to the following conditions:
 - a. Time – No restrictions.
 - b. Place –
 1. Vehicle signs are permitted provided that during periods of inactivity such vehicle is not parked in the right-of-way or placed in a manner that the sign is readily visible from adjacent public right-of-way.
 2. "For Sale" signs placed in or on vehicles when the vehicle is parked or placed in a manner that the sign is readily visible from adjacent public right-of-way are prohibited with the exception that one (1) vehicle containing a "For Sale" sign parked or placed at an

occupied single-family, two-family, townhome, or multi-family dwelling unit is permitted.

c. Manner – Vehicle signs are permitted provided that:

1. The primary purpose of such vehicle is not for display of the sign;
2. The signs are painted upon or applied directly to an integral part of the vehicle;
3. The vehicle is in operating condition, currently registered and licensed to operate on public streets, and actively used in the daily function of the business to which such sign relates; and
4. The vehicle is not used primarily as a static display, advertising a product or service, not utilized as storage, shelter, or distribution points for commercial products or services for the general public.

G. WINDOW SIGNS



1. Definition – A window sign is a sign that is visible from a public street or sidewalk and that is posted, attached, painted, placed, or affixed in or on a window or a sign that is located within three (3) feet of a window.
2. Window signs are permissible subject to the following conditions:
 - a. Time – No restrictions.
 - b. Place – No restrictions.
 - c. Manner – Window signs are limited to one (1) sign per window and the square footage of a window sign shall not exceed twenty five (25) percent of the square footage of the window in which the sign is located.

H. ZONING SIGNS



1. Definition – A zoning sign is a sign erected to publicize the request for zoning or rezoning of a property.
2. Zoning signs are permissible subject to the following conditions:
 - a. Time –
 1. The property owner or his/her representative shall erect the sign on the property fourteen (14) days prior to the first public hearing scheduled to discuss the applicable zoning case. The property owner shall be responsible for maintaining the sign on the property throughout the entire zoning case.
 2. The property owner or his/her representative must provide verification with a photograph that the zoning sign is in place one (1) week prior to the scheduled Planning & Zoning Commission meeting date.
 3. The property owner or his/her representative must remove the sign within three (3) days after the City Council's approval of the ordinance rezoning the property; after the Planning & Zoning Commission denies the request, unless an appeal to the City Council is made; or after the City Council denies the zoning request.

b. Place –

1. The sign shall be placed in a location visible from all streets adjacent to the property included in the zoning request.
2. Signs shall be located no greater than twenty (20) feet from front property line, unless otherwise directed by the Director of Planning & Development Services or his/her designee.

c. Manner –

1. One (1) zoning sign shall be erected adjacent to each street frontage of the property.
2. The area of a zoning sign shall be sixteen (16) square feet.
3. The width of a zoning sign shall be four (4) feet.
4. The sign shall be constructed in accordance with the City's design standards for zoning signs.

I. POLITICAL SIGNS

1. Definition – A sign (1) relating to the election of a person to a public office, (2) relating to a political party, (3) relating to a matter to be voted upon at an election called by a public body, or (4) containing primarily a political message.

2. Time – No restrictions.

3. Place –

- a. Political signs shall be located only on private real property with the consent of the property owner. In general, a political sign shall not be erected closer than ten (10) feet from the edge of the street pavement.
- b. See Section 1.07 (Sign Specifications and Design).

4. Manner –

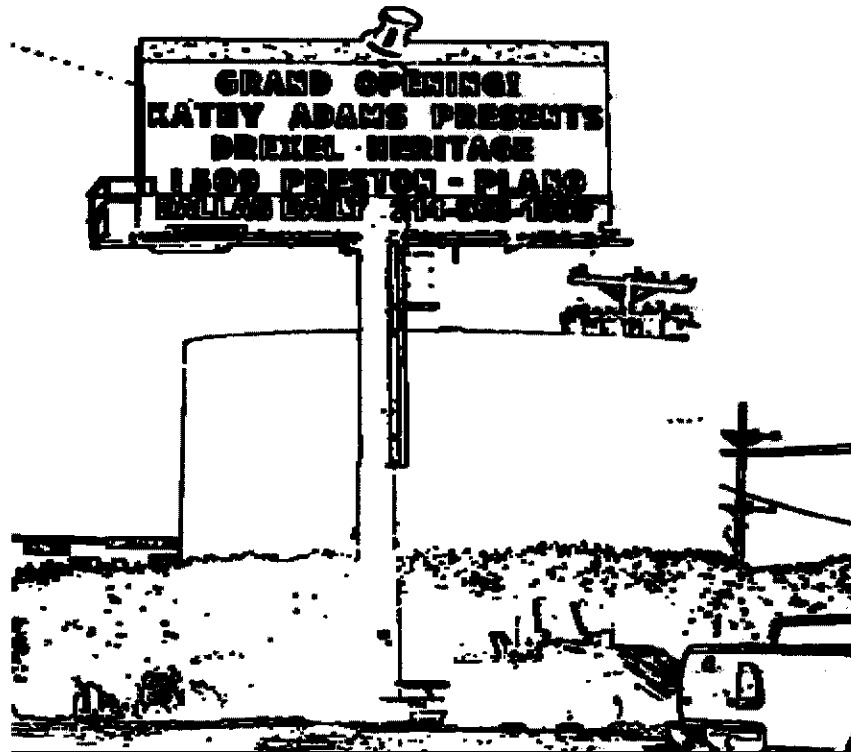
- a. Political signs shall not exceed ~~thirty-six (36)~~ square feet in area.
- b. Political signs shall not exceed eight (8) feet in height measured from the ground to the highest point of the sign.
- c. Political signs shall not be illuminated.
- d. Political signs shall not contain any moving elements or parts.

5. A sign (i) not meeting each of the requirements of this Section I; or (ii) containing primarily a political message on a temporary basis and that is generally available for rent or purchase to carry commercial advertising or other messages that are not primarily political, is not exempt from the requirements of obtaining a permit, assuming the sign is otherwise allowed by this Ordinance.

1.11 PROHIBITED SIGNS

The following signs and activities are prohibited.

- A. Signs on Vacant Buildings** - No sign shall be permitted to remain on any vacant building, except a sign pertaining to the lease or sale of the building, or a sign which is under lease from an owner or his agent, when such sign is maintained by a person operating under his own bond.
- B. Merchandise Displays** - No person shall suspend from any building, or pole, structure, sidewalk, parkway, driveway, parking area, or fuel pump island any goods, wares, merchandise or other advertising object or structure for the purpose of advertising such items, other than a sign as defined, regulated and prescribed by this Ordinance, except as otherwise allowed by any City ordinance.
- C. Balloons or Other Floating Devices** - No person shall erect, maintain or permit the erection of any balloon or other floating device anchored to the ground, vehicle, structure, or any other ~~fixed object for the purpose~~ of advertising or drawing attention to a business, commodity, service, sale, or product, except as permitted in Section 1.09(C).
- D. Commercial Billboard Signs** – A large sign, generally supported by a metal frame and consisting of two parallel sign faces oriented in opposite directions, used for the display of posters, printed or painted advertisements that generally direct attention to goods, merchandise, entertainment, or services conducted, sold, or offered at a location other than the premises on which the sign is located.



- E. Portable Signs** - Signs designed or intended to be relocated from time to time, whether or not it is permanently attached to a building or structure, or is located on the ground, are prohibited. Portable signs include signs on wheels or on portable or mobile structures, such as, among other things, trailers, skids, tent signs, A-frame, or T-shaped signs and similar devices, and airborne signs.
- F. Roof Signs** - Signs painted directly upon or mounted on the roof of any building are prohibited.



- G. Wind Device Signs** - With the exception of inflatable signs addressed in Section 1.09(C) and the flags addressed in Section 1.10(A), a pennant, streamer, spinners, balloon, inflatable object or similar device made of cloth, canvas, plastic, or any flexible material that moves or is designed to move freely in the wind, with or without a frame or other supporting structure, used for the purpose of advertising or drawing attention to a business, commodity, service, sale, or product, is prohibited.
- H. Pole Signs** - A sign which is erected on a vertical framework consisting of one (1) or more uprights supported by the ground is prohibited, with the exception of the pole signs specifically authorized by this Ordinance such as panel signs, wood frame signs, and zoning signs; and



- I. Other Signs** - The following signs are prohibited:
1. Signs which move and/or are animated by means of flashing, traveling or blinking lights, or other means not providing constant illumination;
 2. Skylights and searchlights, except for temporary event lighting as provided in the Comprehensive Zoning Ordinance, Article IV, Section 6, as it exists or may be amended;

3. Appendages to primary signs which have flashing, blinking, or traveling lights;
4. Any sign which emits audible sound, odor, or visible matter;
5. Any sign not referenced within or governed by this Ordinance;
6. Any sign erected without a permit, either prior to or after the adoption of this Ordinance, if a permit was required; and
7. Any sign erected in or over a public right-of-way, unless permitted within this Ordinance.

1.12 REMOVAL/IMPOUNDMENT OF PROHIBITED SIGNS

- A. All signs listed in Section 1.11 and other prohibited or non-compliant signs shall be considered a public nuisance and are prohibited by this Ordinance. Upon identification of any prohibited sign, the Building Official shall provide written notification of the violation to the owner of the property on which the prohibited sign is located and/or the permittee of the sign. The notification shall state that the offending sign shall be removed by the owner, agent or person having beneficial use of the land, building or structure upon which such sign is located within the time period prescribed after written notification to do so by the Building Official. The notification shall further state that if the prohibited sign is not removed within a specific time frame (not to exceed ten (10) days) a citation may be issued and the City may resort to any civil remedy available up to and including impoundment. If any sign is determined to present an immediate danger to public health, safety, or welfare, the City shall remove it immediately. Within ten (10) days of the removal of the sign, the Building Official shall notify the owner of the property on which the sign was located of the reasons for removal of the sign.

Signs authorized by a sign permit with an expiration date shall be removed promptly upon the date of expiration. Signs remaining after the date of expiration shall be deemed prohibited. The sign permit listing the expiration date shall be considered adequate notice of violation.

- B. It shall be unlawful for any person, firm or corporation receiving such written notice or having an expired permit to fail to comply with the direction of the notice. In the event failure to comply with such notice provided under Section 1.12(A), the Building Official is hereby authorized to cause the removal and impoundment of such sign. Any expenses incident thereto shall be the responsibility of the owner, agent or person having beneficial use of the land, building or structure upon which such sign was located.
- C. If a sign is placed within the public right-of-way or on a City-owned property in violation of this Ordinance, the sign may be immediately removed and impounded.

1.13 RECOVERY OF IMPOUNDED SIGNS

- A. Impounded signs may be recovered by the owner within fifteen (15) days from the date of the written notification of impoundment by paying a fee as follows:
 - 1. A fee of two-hundred dollars (\$200.00) for signs which are six (6) square feet or less in area.
 - 2. A fee of four-hundred dollars (\$400.00) for signs which are larger than six (6) square feet in area.
- B. Signs not recovered within fifteen (15) days of impoundment may be disposed of by the City in any manner it shall elect.

1.14 NEGLECTED AND ABANDONED SIGNS

- A. A neglected sign is a sign which contains missing panels, burned out lights, missing letters, rust, loose parts, or is faded from its natural color.
- B. An abandoned sign is a sign which, for at least thirty (30) continuous days, does not identify or advertise a bona fide business, lessor, service, owner, product, or activity; or pertains to a time, event, or purpose which no longer applies.
- C. Abandoned signs and neglected signs shall be considered a public nuisance and are prohibited by this Ordinance. Upon written notification by the Building Official, such abandoned signs shall be removed from the premises and neglected signs shall be repaired or removed from the premises by the owner, agent or person having beneficial use of the land, building or structure upon which such sign is located. The notification shall state that the offending sign shall be repaired or removed by the owner, agent or person having beneficial use of the land, building or structure upon which such sign is located within ten (10) days after written notification to do so by the Building Official or his representative. The notification shall further state that if the sign is not removed or repaired, a citation may be issued and the City may resort to any civil remedy available to remove or repair the sign, up to and including impoundment. If any sign is determined to present an immediate danger to public health, safety, or welfare, the City shall remove it immediately. Within ten (10) days of the removal of the sign, the Building Official shall notify the owner of the property on which the sign was located of the reasons for removal of the sign.
- D. It shall be unlawful for any Person, firm or corporation receiving such written notice to fail to comply with the direction of the notice. In the event failure to comply with such notice provided under Section 1.14(C), the Building Official is hereby authorized to cause the removal and impoundment of such sign. Any expenses incident thereto shall be the responsibility of the owner, agent

or person having beneficial use of the land, building or structure upon which such sign was located.

1.15 NONCONFORMING SIGNS

- A. Definition - A nonconforming sign is a sign and its supporting structure which does not conform to all or part of the provisions of this Ordinance, and:
 - 1. Was in existence and lawfully erected prior to the effective date of this Ordinance;
 - 2. Was in existence and lawfully located and used in accordance with the provisions of the prior ordinance applicable thereto, or which was considered legally nonconforming there under, and has since ~~been~~ in continuous or regular use; or
 - 3. Was in existence, located, and used on the premises at the time it was annexed into the City and has since been in regular and continuous use.
- B. Any nonconforming sign and its supporting structure, which is ~~destroyed~~, damaged, dilapidated or deteriorated, shall not be replaced, repaired, or renovated, in whole or in part, if such replacement, repair or renovation would require an expenditure of monies in excess of sixty (60) percent of the cost of a new sign, including its supporting structure, which is substantially the same or similar to the nonconforming sign destroyed, damaged, dilapidated or deteriorated. Changing an interior panel of a ~~nonconforming sign~~ is permitted in all cases.
- C. No sign or supporting structure which is lawfully reproduced, repaired, or renovated as a nonconforming sign shall be ~~increased~~ in area or height.
- D. Notwithstanding any other provision of this Ordinance, any sign which is a legally existing nonconforming sign hereunder may be relocated on the same lot or tract of land, if the sign is required to be removed from its present location because the property upon which the sign is located is acquired by any governmental agency or other entity which has or could have acquired the property through the exercise of its power of eminent domain. Such relocated sign shall be placed, insofar as possible, as to comply with all the provisions of this Ordinance.

1.16 VARIANCES

- A. Requests for variances to sign regulations and all allegations of errors in orders, decisions, or determinations by an ~~administrative official~~ in administration of the sign regulations shall be made in writing by the applicant and heard by the Planning & Zoning Commission at a public hearing. An application for such appeal may be obtained from the City. The Planning & Zoning Commission shall hear, if possible, the request for a variance or the

allegation of error within thirty (30) days after receipt of a completed application and applicable application fees. The application will require written authorization from the property owner.

- B. Before the tenth (10th) day of the date of the public hearing conducted by the Planning & Zoning Commission, written notice of the public hearing shall be sent by its deposit in the United States mail to each owner, as indicated by the most recently approved Municipal Tax Roll, of property within two hundred feet (200') of the property on which the variance is proposed. The notice shall include a description of the time and place of such hearing, a description of the location of the subject property, and a description of the requested variance. In addition, the notice shall be published in the official newspaper of the City, stating the time and place of such hearing, a minimum of ten (10) days prior to the date of the public hearing.
- C. In order to approve a request for a variance, the Planning & Zoning Commission shall determine that the request meets three (3) of the following four (4) criteria:
 - 1. The proposed sign shall not adversely impact the adjacent property (visibility, size, etc.);
 - 2. The proposed sign shall be of a unique design or configuration;
 - 3. The special exception is needed due to restricted area, shape, topography, or physical features that are unique to the property or structure on which the proposed sign would be erected;
 - 4. The special exception will substantially improve the public convenience and welfare and does not violate the intent of this Ordinance.
- D. Should the Planning & Zoning Commission deny a request for a variance, the applicant may appeal the request to the City Council. A vote of three-fourths (3/4) of the Council members present, or four (4) votes, whichever is greater is required to approve the appeal. The City Council's decision is final. The appeal will require renotification of the surrounding property owners.
- E. A variance shall not be approved for a sign that is prohibited by Section 1.11 of this Ordinance.

1.17 SPECIAL EVENTS SIGNAGE

- A. Special events are generally defined as a festival, fair, tournament, or other similar happening. Should City staff question a proposed activity or celebration as a valid special event, a description of the proposed activity or celebration will be prepared by the applicant and forwarded to the City Council by City staff for the City Council's consideration of the event as a special event. Business promotions such as grand openings and sales events shall not be classified as a special event.

- B. Banner signs, stake signs, and inflatable signs may not be erected to advertise a special event until a sign coordination plan as defined in Section 1.18 has been approved by the City. The sign coordination plan will be required to illustrate the location of the banners, stake signs, and inflatable signs to be used for a special event.
- C. Signage associated with a special event shall be erected no earlier than seven (7) days prior to the event and removed no later than twenty-four (24) hours after the event.

1.18 SIGN COORDINATION PLAN

- A. A sign coordination plan is required to be prepared for variance requests. A sign coordination plan is also required prior to the permitting of specified signs to determine overall sign locations on a property, the relationship of the signs to surrounding existing, proposed, and future improvements, and to determine consistency and uniformity among buildings and signs within a unified development zone or residential development. The sign coordination plan shall be submitted to the Planning & Development Services. A calendar of official submittal dates shall be published by the City thirty (30) days prior to the beginning of each calendar year. All applications received on a date other than an official submittal date shall be dated received on the next official submittal date.
- B. A sign coordination plan shall contain the following information:
 - a. Elevations of the signs illustrating the materials of construction, colors, lighting, font of letters, and dimensions of the signs: If the sign is to be attached to a building, the elevation shall be a composite of the sign and the building.
 - b. Elevations depicting the size of the signs in relation to the size of the buildings within the development.
 - c. A plan drawn to concept plan, preliminary site plan, or site plan specifications, as detailed in the Comprehensive Zoning Ordinance No. 00-11-01, of the site illustrating the location of existing and proposed signs on the property and, if required by City staff, on adjacent properties.
 - d. Other information to illustrate the consistency and uniformity of the signs.
 - e. For unified development signs, the sign coordination plan shall identify a unified development zone. Only those properties and businesses included within the unified development zone shall be included on the unified development signs erected within the unified development zone.
- C. For non-residential and multi-family developments, the sign coordination plan shall be submitted to the City for review with a concept plan, preliminary site plan, or site plan of the property. For single-family and two-family developments, the sign coordination plan shall be submitted to the City for review with a concept plan, preliminary plat, or final plat of the property.

- D. A sign coordination plan required of specified signs shall be submitted to the Planning & Development Services. The plan will be reviewed in accordance with the City's Development Review Schedule and considered for approval by City staff. Staff may approve or deny a sign coordination plan. Should staff deny a sign coordination plan, the plan will be forwarded to the Planning & Zoning Commission for their review and consideration. The Planning & Zoning Commission may approve or deny the plan. Should the Planning & Zoning Commission deny a sign coordination plan, the plan will be forwarded to the City Council for their review and consideration. The City Council may approve or deny the plan. The decision of staff, the Planning & Zoning Commission and City Council is discretionary. The City Council's decision is final.